



Peace Corps – NEPAL

Limited-term Contract Statement of Work

Position Title: Training Administrative Assistant

Work Hours: Full time +. This is a limited-term (January to May 2015).

Reports to: Training Manager/Financial Specialist

Position Summary:

Under the direct supervision of the Training Manager (TM), the Training Administrative Assistant (TAA) is a member of the core staff responsible for the administration, logistical support, coordination, and financial management of the Pre-service Training (PST) provided to incoming Peace Corps/Nepal (PC/N) PCTs. Responsibilities include: logistics management, budgeting, managing cash flow, negotiating for services, approval of purchases, inventory, and overseeing cash disbursement for the training program (in conjunction with the Peace Corps Admin Unit). The TAA ensures proper payments, advances, replenishments, and reconciliation of fund amounts that sub-cashier received. The TAA is also responsible for overseeing the work of the hub site cleaner and the PST drivers. This is a multi-function position requiring a great degree of energy, flexibility and creativity, and effectiveness in this position is essential to the efficient and effective implementation of the Peace Corps PST for Peace Corps Trainees (PCTs). The TAA coordinates with various PC/N staff but in particular the: Training Manager, Training Coordinator, Technical and Cultural Facilitator (TCF), Senior Language and Cultural Facilitator (SLCF), Program Manager, Program Coordinator, Director of Management and Operations, Administrative Assistant, Financial Specialist and General Services Manager, Cashier, and Director of Programming and Training, TAA will be required to follow a six-day work week and work during holidays.

REQUIRED QUALIFICATIONS:

1. Preferred to have a Bachelor's Degree in Business studies.
2. Must demonstrate knowledge / skill in bookkeeping, budget management, word and excel.
3. Background in logistics management and /or event planning.
4. Able to communicate in English with PCTs and staff.
5. Must have at least one year of experience in budgeting, administration and logistical management in any GO, NGO, or INGO.
6. Ability to perform administrative responsibilities efficiently and in compliance with Peace Corps and other relevant regulations required. Exhibits tact and diplomacy with interacting with vendors, contractors and Volunteers.
7. Must be able to live and work outside of Kathmandu for 13 to 15 weeks

DESIRED QUALIFICATIONS:

8. Knowledge of basic accounting/budgeting and database programs.



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MAJOR DUTIES AND RESPONSIBILITIES

Preparing for Training and training site management:

1. Collaborates with Training Manager in arranging requirements for all training sites, including housing, transportation, training venue needs, supplies, etc.
2. Assists Training Manager, Safety Security Manager and PC/N medical staff in identifying and selecting PCT and training staff Host Families.
3. Plans with the TM and core staff to determine training-related space requirements – work areas, resource collections, language training rooms and room assignments for PST staff.
4. Maintains a record of participants and visitors at PST site.
5. Maintains a log for gasoline consumption and checks periodically.
6. Participates in Staff Development Trainings and ensures training staff have a clear understanding of his/her roles and responsibilities and Peace Corps/Nepal financial management policies and procedures.
7. Collaborate with the TM, TC and other component coordinators to reproduce, collate, distribute and file training schedules, handouts, plans, reports, correspondence, and memos.
8. Manages the training site mail distribution procedure in coordination with the PC AA and PST Drivers.
9. Coordinates with General Service Manager (GSM), Program Manager (PM), Program Manager (PC), Director of Program and Training (DPT), Resource PCVs, TM and TC, and develops the vehicle schedule for PC staff, Resource person to and from KTM to the PST site.
10. Maintains food record on hub days. (during all group sessions at the hub site).

Purchasing, Allocation, Maintenance, and Inventory of Supplies and Equipment:

1. Purchases supplies and contracts services as requested by TM.
2. Confirms that supplies and equipment received from PC/Nepal office are correct as ordered, and arrives in good working condition. Inventories supplies and equipment and conducts bi-weekly inventory check.
3. Oversees the packing and transport of extra supplies, equipment, and other non-expendable items back to PC/Nepal at the end of the PST.
4. Sets up a control system and storage areas for supplies and equipment. Ensures that all the equipment: Computers, Printers, Photo Copy machines, Cameras, Generators, Refrigerator, Micro Oven etc. received from Peace Corps/Nepal are safely handled and maintained in good condition.
5. Coordinates with the TM on the distribution of training supplies and equipment.
6. Ensures that Peace Corps vehicles are safely kept and maintained in a good condition.
7. Ensures that the General Services Officer (GSO) is notified at least two weeks in advance of any needs for additional vehicles.

Budgeting and Financial Management:



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1. Prepares a budget for PST events and activities based on input from TM and core staff.
2. Sets up a system for disbursement of recording of payments. Disburses funds and, maintains an accurate record of day to day expenditures throughout the Training program- including daily a balance. Prepares and submits the statement of account of PST on a monthly basis to the PC/N Financial Specialist, or more frequently if needed.
3. Make payments to PCT/LCFs' host families, classrooms and other vendors.
4. Maintains funds at Training site adequate for program needs at all times.
5. Prepares and submits to PC/Nepal Financial Specialist, weekly reports of all funds spent, with receipts attached in weekly basis.
6. Prepares and submits requests for payments for honorarium of resource persons.
7. Provides written guidelines on the disbursement of funds to Training Manager and Core Staff.
8. Prepares salary sheet/time sheet for the PST staffs and submits to PC Nepal in monthly basis
9. Assists Sub-cashier to provide interim advances for the purchases of supplies to Peace Corps staff when authorized by the contracting officer (DMO or FS). Advances must be cleared within 3 business days. Reports to Peace Kathmandu office weekly on the status of outstanding advances

Implementing other Logistical/Administrative Support:

1. Clarifies administrative policies to staff and PCTs via written handouts to accompany oral briefings.
2. Makes travel arrangements for PCTs and staff, submitting requests for travelers' air ticket and extra vehicles to the PC/Nepal Office in a timely manner.
3. Sets up a schedule for vehicle trips in coordination with TM and core staff member.
4. Collaborates with TM to monitor the safety and security situation in and around PST sites, takes necessary action depending on the situation and reports immediately to TM and Safety Security Manager (SSM).
5. Ensures that mail and other written communications to and from PCTs and training staff are sent received in a timely manner.
6. Responsible for assisting hub site staff in managing meals during the PST period.
7. Arranges accommodation for resource person/PCVs and PC staff if they are staying at the PST site.
8. Sets up a mechanism to monitor performance and give feedback, including regular meetings with the PST Drivers.
9. Conducts mid and final PST evaluation with PST Drivers.

OCCASIONAL MONEY HANDLER



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The PSC may be required to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to training sites, or other locations as directed by the Contracting Officer. The PSC may also be required to courier cash to PCTs or Volunteers. The PSC will not be functioning as a procurement or disbursing official but will only be acting as an intermediary between the Contracting or Disbursing Officer and the recipient. In the case of dealing with vendors, the PSC will not exercise any procurement discretion concerning the supplies or services to be purchased or the cost limits of these purchases; these will be determined by the Contracting Officer.

SAFETY AND SECURITY

1. Is knowledgeable of the Peace Corps Emergency Action Plan (EAP) and in the event of an emergency conducts his/her role in helping to ensure the safety of Peace Corps PCTs and Staff.
2. Assists in planning for maintaining safety and security, and maintains vigilance in identifying, reporting, and responding to safety and security incidents to the TM and Peace Corps Safety and Security Manager.
3. Collaborates with LCFs, TC and TM to periodically evaluate the safety and security situation of the Training Site.
4. Integrates into the community at the Training site, with a focus on developing positive relationships with community members during PST.

OTHERS

1. As required and instructed by the Supervisor/Training Manager
2. Follows Peace Corps Policies and Guidelines for Professional Trainer/staff behavior